



PROVINCE OF KWAZULU-
NATAL
ISIFUNDAZWE SAKWAZULU-
NATALI

Office of the Premier
Ihhovisi likaNdunankulu

Sub-directorate:
Language Services
Private Bag X9037
PIETERMARITZBURG
3200

Ms N Zuma
Tel: (033) 395 3155
Fax: (033) 394 7978

TO ALL HEADS OF DEPARTMENT

GUIDELINES FOR SUBMITTING NOTICES TO THE SUB-DIRECTORATE: LANGUAGE SERVICES FOR PUBLICATION IN THE *PROVINCIAL GAZETTE*

The Sub-directorate: Language Services has been experiencing problems with regard to the notices submitted by various Departments for publication in the *Provincial Gazette*. The following guidelines will assist Departments with the drafting of such notices, and will also expedite the printing process. Service delivery will in turn be considerably improved if these guidelines are in fact followed.

All senior officials are urged to check and authorize notices sent to the Sub-directorate: Language Services. The proforma attached in the guidelines is just an example. The officials should use letterheads of their respective Departments. They should further provide their own personal details and financial codes for their Components. The senior official in the Component (e.g. Assistant Manager upwards) should sign the covering letter as proof that notices have been checked. All notices must be typed. Failure to comply with the above will result in notices being returned to the Department or Component and not being published.

Please do not hesitate to contact this office should you have any queries. Our contact details are as follows:

Physical Address: Natalia Building, 8th Floor Rooms 6 – 8

Telephone numbers: Nikiwe Zuma – (033) 395 3155
Phakamile Mtolo or Senzi Nxumalo – (033) 395 2595
Senzile Nxumalo – (033) 395 2850

Fax number: (033) 394 7978

E-mail: zuman@premier.kzntl.gov.za

GUIDELINES for submitting notices to the Sub-directorate: Language Services for publication in the *Provincial Gazette*

The primary purpose of these guidelines is to ensure prompt effective service delivery in order to satisfy our clients.

PUBLICATION OF NOTICES IN THE *PROVINCIAL GAZETTE*

1. In order to streamline the publication of proclamations, regulations, bylaws, tariffs of charges and all other notices required to be published in the *Provincial Gazette*, Departments are hereby advised that, unless the circumstances are exceptional, no documents will be accepted by the Sub-directorate: Language Services for such publication unless they are -
 - (a) accompanied by a stiffy disk on which the notice has been saved, preferably in MSWord;
or
 - (b) sent by e-mail to zuman@premier.kzntl.gov.za

NB: WHENEVER AN E-MAIL OR A FAX IS SENT TO THIS OFFICE, PLEASE FOLLOW IT UP WITH A TELEPHONE CALL TO ASCERTAIN WHETHER IT HAS INDEED BEEN RECEIVED.

2. All disks should be accompanied by a hard copy print-out of the notice on the disk as well as a letter requesting publication in the *Provincial Gazette*. The letter should also provide the name and telephone number of a contact person to whom queries could be directed, as well as the BAS codes for that Component.
3. **Please note that the deadline for the submission of notices is 16h00 on the Thursday preceding the date of publication (i.e. the following Thursday).** Due to the number of notices received by the SD: Language Services, **the deadline for submitting notices which are to be published in *Gazette* has been shifted to Thursday at 16h00**, as more time is required for editing.

By following this procedure all parties involved stand to benefit by the

expeditious printing, proof reading and publication of the documents.

PUBLICATION PROCESS

Printing notices in the *Gazette* is a 5-day process. The diagram below illustrates this process. Failure to adhere to the process is disruptive.

Friday

Receipt of faxed and e-mailed notices from Departments, editing and entry of notices in the register. Dispatch to Intrepid Printers. Scripts are typed, disks are composed into printing software.

Monday

Receipt of the first set of galley proofs by the SD: Language Services for proof reading.

Tuesday

Receipt of the second set galley proofs for proof reading and return of proofs to the Printers for page make up.

Wednesday

Receipt of final proofs from the Printers, for final editing and preparation of an index. Binding and printing of *Provincial Gazettes*.

Thursday

Posting and distribution of *Provincial Gazettes* to various subscribers.

Requirements and formats for tenders/quotations

1. Departments are required to use the proforma for tenders/quotations attached below. Failure to comply will result in notices not being published in the *Gazette* and being returned to the relevant Department for re-drafting.
2. All tender/quotation notices must be typed. Handwritten documents will not be published.
3. Departments are urged to give the public or clients at least 14 days to respond to adverts. The closing dates for tenders/quotations must therefore be at least 14 days or more after the date of publication. Departments should also consider that *Gazettes* are posted to the subscribers.

4. **All documents submitted to the SD: Language Services for publication must be checked and signed by the Senior Official in the Stores/Procurement Section.**
5. For Departments to receive the *Provincial Gazette*, they must register as subscribers with Intrepid Printers (formerly known as Natal Witness).
6. For the publication of adverts in the back part of the *Gazette*, Departments must contact person: Nishaal on (033) 355 1111 in the Debtors Department.

Tender/Quotation Proforma

Take note of the layout of this proforma (i.e. use of lower and upper case, punctuation marks, spacing etc.)

**DEPARTMENT OF HEALTH
DIRECTORATE: NUTRITION
QUOTATIONS ARE INVITED FOR THE UNDERMENTIONED REQUIREMENTS
OF THE PROVINCIAL ADMINISTRATION OF KWAZULU-NATAL**

- (i) Quotations must be on the official quotation form, which shall be completed in all respects, and all information must be supplied as stipulated in the quotation document.
- (ii) Quotations must be submitted in sealed envelopes/faxed.
- (iii) Separate envelopes must be used for each quotation.
- (iv) The envelope must be addressed to Nutrition Services for attention Ms R. Rajpal reflecting the quotation number.
- (v) The name and address of the quoting company must be endorsed on the back of the envelope.
All Department of Health contracts awarded are subject to appeals being timeously lodged (if any) and letters of acceptance being issued.
- (vi) Please complete original ZNT 30 documents when submitting quotations above R30 000 (Thirty Thousand Rand) together with an original tax clearance certificate.
- (vii) Quotation documents are available from the Nutrition Office on the 8th Floor – Room 102 South Tower, Natalia Building, 330 Longmarket Street, Pietermaritzburg, Telephone: (031) 395 2194, Fax: (031) 394 5654.

SUPPLY:	15 Units of mesh prolene
Quotation number:	ZNQ LS202
Closing date:	2005-06-27
Time:	11h00
Contact person:	Louise Steyn, Telephone: (031) 360 3448
Enquiries regarding specifications:	Louise Steyn, Telephone: (031) 360 3448

SERVICE: Appointment of Consultant for the Implementation of Supply Chain Management in the Province of KwaZulu-Natal – Supply Chain Management Office within Provincial Treasury

Tender number: ZNT 1143 F

Closing date: 2005-06-24

Time: 11h00

Contact person: Mrs C. L. Coetzee, Tel.: (033) 897 4332

Compulsory site meeting:

Date: 2005-06-15

Time: 10h00

Venue: Provincial Treasury, 9th Floor Boardroom, Treasury House, 145 Commercial Road (corner Church Street and Commercial Road), Pietermaritzburg

Award of quotation

SUPPLY:
Quotation number:
Contractor:

Cancellation of quotation

SUPPLY:
Quotation number:

NB: Departments may select points that are relevant to their tender/quotation specifications.

Extra-ordinary Gazette

This type of *Gazette* is meant for publication of notices such as Acts, IEC and Demarcation Board notices and other proclamations made by the Premier and Members of the Executive Council, which owing to their urgency cannot wait to be published in the normal *Gazette*. This *Gazette* should therefore not be used as an alternative for failure to meet the deadline for the normal *Gazette*.

Translation and editing

Short notices for translation should be submitted at least 4 days before the deadline for publication in the *Gazette*, i.e. Thursday. The SD: Language Services operates on a first come first served basis, notices received for translation will be attended to between 7-21 days. However, lengthy and complex documents may take longer than the period stipulated above. Notices that cannot be translated in-house for any reason will be outsourced to other Language Units. The use of proformas is recommended for LEFTEA, Removal of Restrictions and Approval of Private Township notices etc. These notices must be checked for correctness and signed by the Legal Administration Officers before they are submitted to the SD: Language Services.

The above-mentioned guidelines may be revisited and refined in future, but it is hoped that they will initially serve to promote and strengthen a partnership approach between the Office of the Premier and the other line function Departments in the Province.

These guidelines may also be used as a basis or point of reference for Departments in providing inputs to assist the Office of the Premier in improving the level of service in the area of transversal language services and the publication of the *Provincial Gazette*.

It is hoped that the implementation of the above-mentioned guidelines will be a positive step forward.

It would also be helpful for heads of Department to distribute the contents of this document to the legal administration sections and each Directorate within their respective Departments to ensure a common understanding of the role and function of the Sub-directorate: Language Services in the Office of the Premier and the uniform implementation of the proposed guidelines by

Departments when engaging the services of the Sub-directorate: Language Services.

Yours sincerely,

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N ZUMA
DEPUTY MANAGER: LANGUAGE SERVICES

3 OCTOBER 2005